

Asheville Civil Service Board Minutes

Meeting attended by:

Board members:

Chairman Alan Coxie
Lynn Moffa
Virginia Robinson
Marv Rosen

City of Asheville Administration:

Kelly Whitlock, Assistant HR Director
Robin Currin, City Attorney
Paul Fetherston, Assistant City Manager
Derrick Swing, HR Manager
Meredith Troughton, Board Clerk

Board Attorney:

Patsy Brison

Asheville City Council Representative:

Gwen Wisler

Date: March 5th, 2015

Time: 2:45pm

Location: Public Works Conference Room 109-A

I. Welcome

II. Approval of Minutes

- Motion was made by Board Member Moffa to approve the July 2014 meeting minutes. Second by Board Member Rosen. Motion passes unanimously with Board Member Robinson abstaining.
- Motion was made by Board Member Moffa to approve the December 2014 meeting minutes. Second by Board Member Robinson. Motion passes unanimously.

III. Vice Chair Position Discussion

- Board Member Moffa was nominated to serve as Vice Chair due to Board Member Coxie being appointed into the Chairman position by City Council.
- Motion was made by Board Member Robinson and second by Board Member Rosen. Motion passed unanimously.
- Mr. Coxie will serve as the Board Chairman until June 25th 2015.

IV. Substantive Rules Subcommittee Update

- The Substantive Rules Subcommittee held a meeting on January 16, 2015. In attendance were Board Members Moffa and Coxie, as well as HR Director Kelley Dickens.
- As a result of the Subcommittee meeting, Mrs. Dickens was to send the Board a copy of the current Personnel Policy, promotional information for APD and AFD, and information on job classifications.

- At this time the City is currently in the middle of having an outside agency review all of the Human Resources Policies as well as some Administrative Policies but will make sure that the Board has the most recent copies of the information requested.
- Board Member Moffa has started working on a draft of procedural rules for the Civil Service Board.
- The Board would like to draft substantive rules based on policies that the City is currently using.

V. Civil Service Board Legal Representation

- Chairman Coxie received a letter from Kelley Dickens that requested the Board to develop a roster of attorneys to be approved by the City Attorney's Office for use as independent legal counsel to the Board.
- Board Attorney Patsy Brison informed the Board of her upcoming retirement that will be effective May 31st, 2015. Mrs. Bryson presented the Chair with her letter of resignation.
- The City will immediately begin the process of advertising for new independent legal counsel and prepare an RFQ (request for proposal/quote).
- The Board held a discussion on how the position was advertised back in 2009. According to Ms. Brison, at that time the only item that was required was a resume, list of fees, and an interview with the City Attorney's Office. The Board referenced meeting minutes from November 2009.
- Section 8 of the Civil Service Law outlines the requirement of independent legal counsel for the Civil Service Board.
- The Board would like to make sure that new independent legal counsel is familiar in working with Boards, local governments, and quasi-judicial procedures.
- The Board would like to advertise to the 28th judicial bar.
- There was also discussion as to forming a roster of approved independent attorneys for grievances should the need of more than one attorney arises.
- Motion was made by Board Member Robinson for the City HR department to begin the advertisement process and send a copy of the proposed advertisement to the Board via email within the next two weeks, second by Board Member Moffa. Motion passes unanimously.

VI. Adjourn

- Motion was made by Board Member Moffa to adjourn the meeting, second by Board Member Robinson. Motion passes unanimously.